

**BART Agreement Number: 6M8176**

**Approval Date: 01/14/22**

**Revised: 07/14/24**

**Work Plan No. A.13-01 – Enabling Works Material and Procurement Support Services**

**Scope:**

CONSULTANT's scope of work includes the following:

**I. Material and Procurement support services**

- a) Assembly of technical procurement documentation including purchase requisition drafting, sourcing based on current market conditions, IFB drafting, and source selection criteria as needed.
- b) Procurement Planning and Scheduling support for materials and services.
- c) Interfacing with installation team for installation needs to meet schedule and site related requirements.
- d) Interface/liaise internally and externally.
- e) RFP package preparation.
- f) Pre and post RFP package preparation coordination with vendors.
- g) Assemble PR package documents for internal BART routing through submittal Acquisition Services.
- h) Prepare Independent Cost Estimates for RFP and IFB.
- i) Technical warehouse receiving support.
- j) Liaising with vendors and BART warehouse for delivery notifications and status of materials received.
- k) Process Material Laydown Request forms.
- l) Process Material Inspection Receiving reports.
- m) Prepare material status reports.

**Prime: PGH Wong Engineering, Inc.**

**Subconsultants: None**

**Total Work Plan Value: \$ 1,005,843**